

BUILDING PERMIT APPLICATION

This permit applies after approval has been received from Planning Commission / Architectural Review Board for Accessory Buildings (i.e. garage, carport, shed, additions, new homes, etc)

LOCATION _____		
PPN _____	Estimated Cost \$ _____	Zoning District _____
PROJECT _____		

		Registration No. _____	
OWNER	_____	APPLICANT/CONTRACTOR	_____
Address	_____	Address	_____
	_____		_____
Phone	_____	Phone	_____
		Alt. Phone	_____

Additional Comments: _____

Commercial Projects: Zoning certificate is required by the building department prior to obtaining required permits from Lake County.

Residential Projects: Permit issuance is obtained in the building department.

All contractors and subcontractors must be registered to work in the City of Willoughby Hills.

If multiple contractors are required to complete the job, a registration of contractors list must be submitted for city income tax purposes.

Homeowner's must sign an acknowledgement statement if they themselves are doing the work.

FEE: Contact the Building Department

_____	_____	_____
APPLICANT (print name)	Signature	Date

PLEASE RETURN THIS COMPLETED FORM, REQUIRED DOCUMENTS AND PAYMENTS TO
Willoughby Hills Building & Zoning Department – 35405 Chardon Road—Willoughby Hills OH 44094

OFFICE USE: Recv'd \$ _____	Cash/Check# _____	Permit # _____	Recv'd By _____	Date _____
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